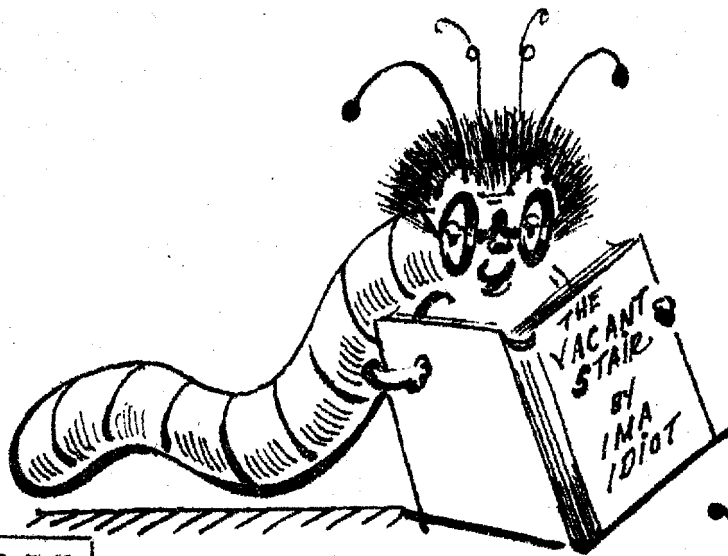


YOU DON'T HAVE TO BE



*a Bookworm*

TO USE THE

LIBRARY

DDO	REV DATE	BY
ORIG COMP	ORI	TYPE
CNIG CLASS	PAGES	REV CLASS
JUST	NEXT REV	ACRM
		NR 100

19/03/80  
618693  
4

Approved For Release 2001/03/03 : CIA-RDP78-06084A000200020023-6

~~S-E-C-R-E-T~~

LIBRARY HOURS

Monday - Friday....0800-1630

Librarian on duty

If you desire to use the Library  
or Language Lab facilities in the  
evening or on the week-end, the  
key is available from the Civilian  
Guard.

DON'T FORGET....

FILL OUT A CHARGE-OUT CARD FOR ANY  
BOOK OR PERIODICAL YOU TAKE FROM  
THE LIBRARY.

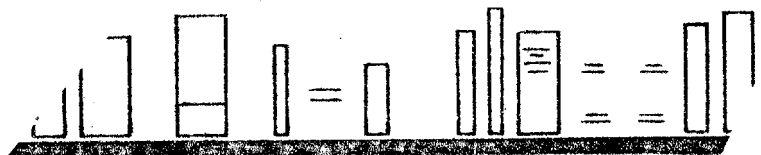
Approved For Release 2001/03/03 : ~~S-E-C-R-E-T~~ CIA-RDP78-06084A000200020023-6

~~SECRET~~

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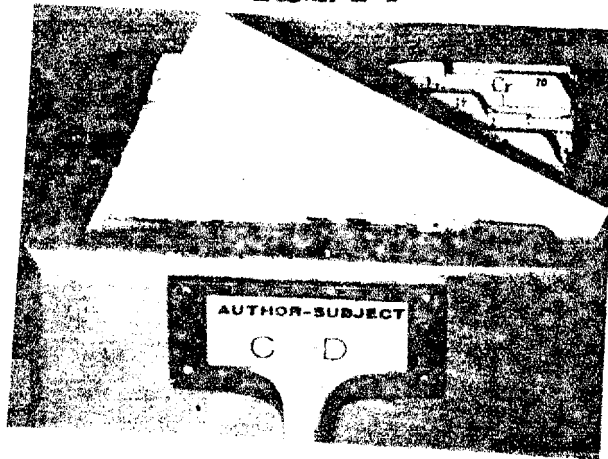


A LIBRARY is defined as "a collection of books". Our "collection" numbers about 3,000 volumes - this would certainly be a hodge-podge if there were no guide for its use. Our guide is the card catalog in which every book is represented by both an author and a title card and a "catalog number".

Unfortunately, at present we are operating with two completely different catalog systems -- the Intellofax system and the Library of Congress system. Eventually, (no target date has been set) all of our books will have Library of Congress (LC) numbers and cards -- which means we will have not only a complete file of our books by author and title, but also by subject and area. At present -- about 500 of our books have been recataloged, consequently the "Subject" and "Area" portion of the card catalog is extremely inadequate for complete and ready reference.

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#### THE CARD CATALOG

Cards having a letter(s) as the first line of the catalog number, without an accompanying slash and number are filed in the LC collection:

DS  
780 (LC Catalog Number)  
.W2

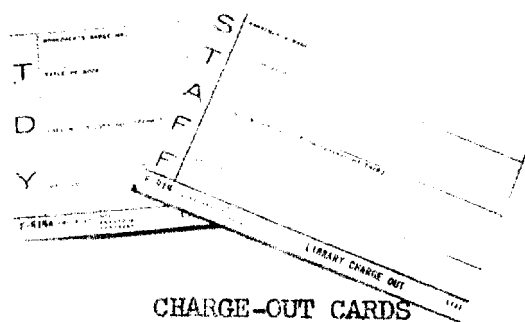
Cards with a letter and number as the first line of the catalog number are filed in the Intellofax collection:

3M/6  
132 (Intellofax Catalog Number)  
.S8

(As indicated on the preceeding page the LC collection is carded by author, title, subject, and area.)

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~~S-E-C-R-E-T~~



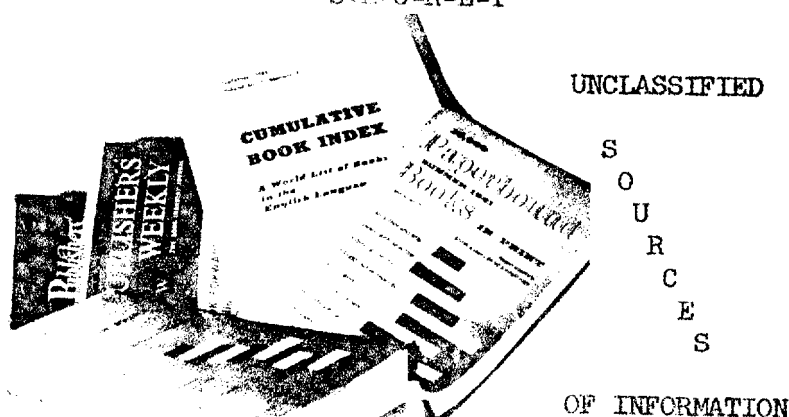
CHARGE-OUT CARDS

In order to keep a record of charge-outs we have two types of cards - a pink one for TDY personnel, a white one for STAFF. It is requested that you fill out two cards for each book in order that one may be filed by name (or badge number in the case of TDY) and the other by book title. This enables the Librarian to check not only on who has a certain book, but what books an individual may have checked out.

REFERENCE books are not to be taken out of the Library - exceptions will be made if you wish to use a Reference book for a few hours, but ordinarily they should be available for use in the Library at all times.

PLEASE -

don't remove a book from the Library without filling out a charge-out card!!



BOOKS IN PRINT - indexes by author and title  
in-print books of some 1,200 U.S. publishers.

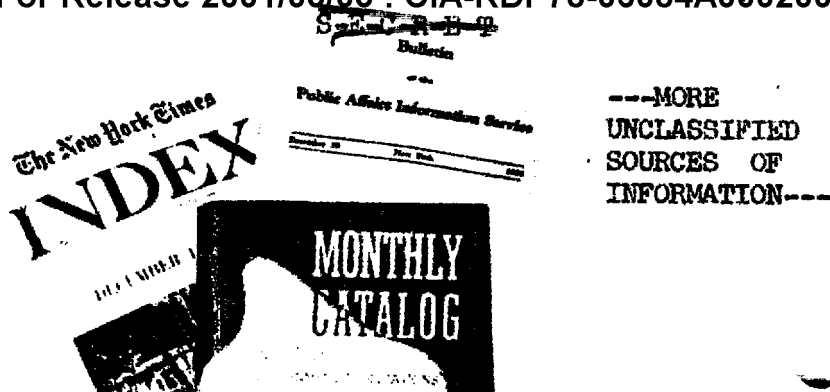
SUBJECT GUIDE (to Books in Print) - indexes by  
subject in-print books. Approximately 109,000  
books under 24,000 subject heads with 35,000  
cross references.

PUBLISHERS' WEEKLY - keeps you up-to-date on all  
books with a weekly record of U.S. book publishing,  
its forecast of coming books, its seasonal announce-  
ment numbers, etc.

PAPERBOUND BOOKS IN PRINT - indexes 13,000 paperbac-  
by author, by title, and selectively by subject.

ULRICH'S PERIODICALS DIRECTORY - indexes 17,000 world  
periodicals by subject and title. Gives publisher  
and subscription price.

CUMULATIVE BOOK INDEX - world list of in-print  
books in the English language.



---MORE  
UNCLASSIFIED  
SOURCES OF  
INFORMATION---

READERS' GUIDE TO PERIODICAL LITERATURE - Indexes articles from over 100 of the more popular periodicals by author and by subject. Published twice a month with large cumulations issued periodically.

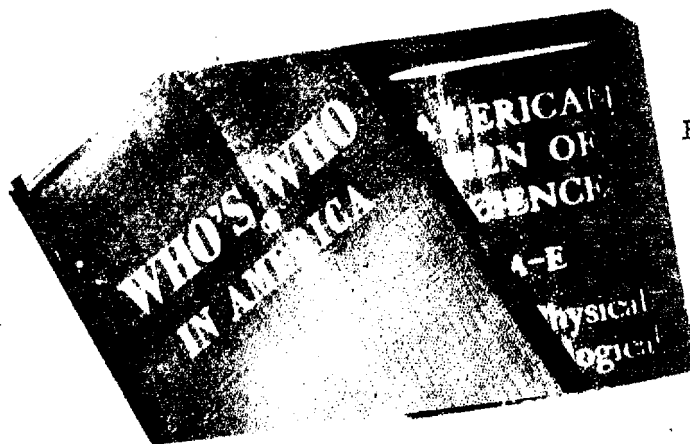
BULLETIN OF THE PUBLIC AFFAIRS INFORMATION SERVICE - (PAIS) - Indexes periodicals, books, pamphlets, documents, society publications, and mimeographed material in the fields of sociology, political science, economics, commerce, and finance. It is published weekly and cumulated at intervals. Items are indexed by area and subject.

NEW YORK TIMES INDEX - A semi-monthly subject index to New York Times articles with annual cumulation. Brief synopsis of articles answer some questions without reference to the paper itself. The index is usually about a month and one-half behind the newspapers themselves. (Microfilms of the Times are available at Headquarters Library.)

MONTHLY CATALOG OF U.S. GOV'T PUBLICATIONS - A comprehensive listing of currently published gov't publications in alphabetical order by issuing agency.

THOMAS REGISTER - A comprehensive list of American manufacturers, trade names, and products.





REFERENCE  
BOOKS

It would be too space-consuming to name all of the reference books in the Library - however, to name a few:

Encyclopedia Americana  
Encyclopedia Britannica  
Columbia Encyclopedia  
Worldmark Encyclopedia of the Nations  
Geographic Encyclopedia  
Biographic Encyclopedia  
Statesman's Year Book  
Who's Who in America  
American Men of Science  
Political Handbook of the World  
Encyclopedia of the Social Sciences  
U.S. Government Organization Manual  
Registers for Army, Air Force, Navy & Marines  
Foreign Service List

REFERENCE AID

INTELLIGENCE PUBLICATIONS INDEX

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STUDIES  
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SEARCH AND REFERENCE

- INTELLIGENCE PUBLICATIONS INDEX - An index to selected intelligence periodicals and monographs disseminated by the USIB agencies and intelligence components of the British Commonwealth countries and received by OCR for the Agency. (Published monthly and cumulated semi-annually.)

- STUDIES IN INTELLIGENCE - Articles on theoretical, doctrinal, operational, or historical aspects of intelligence. (Complete file)

- TARGET ANALYSIS: INTELLIGENCE FOR SPECIAL OPERATIONS - Information, both of a general nature and in specific detail, has been drawn from all available sources covering selected areas and targets. (Europe, Middle East, and Pacific). These studies contain maps, geographic reports, and recommended Unconventional Warfare Areas.

- RESISTANCE FACTORS & SPECIAL FORCES AREAS - Studies prepared by the Georgetown University Research Project. Studies for seventeen countries available.

AND.....DON'T FORGET.....

- NATIONAL INTELLIGENCE SURVEY - The Library does not attempt to keep a complete file of the NIS's, but it is possible to secure any section needed.

- NATIONAL INTELLIGENCE ESTIMATES - The Library receives the NIE's on regular distribution and our file is complete from 1958. Every three months a listing of recent acquisitions is published.

- OCI HANDBOOKS - These handbooks are no longer being revised, however, it is often possible to use the present issues for background information.

- OPERATIONAL AIDS - OA's - A complete file of the "52" and "53" series is available in the Library. If you wish a listing of the titles, please request it from the Librarian.

25X1A

- CASE HISTORIES - This file contains "cases" that have been used in the courses, many of the cases are obsolete. If you are seeking a case history it would be worthwhile to check this file.

- BIBLIOGRAPHIES - This file contains bibliographies by area and by subject.

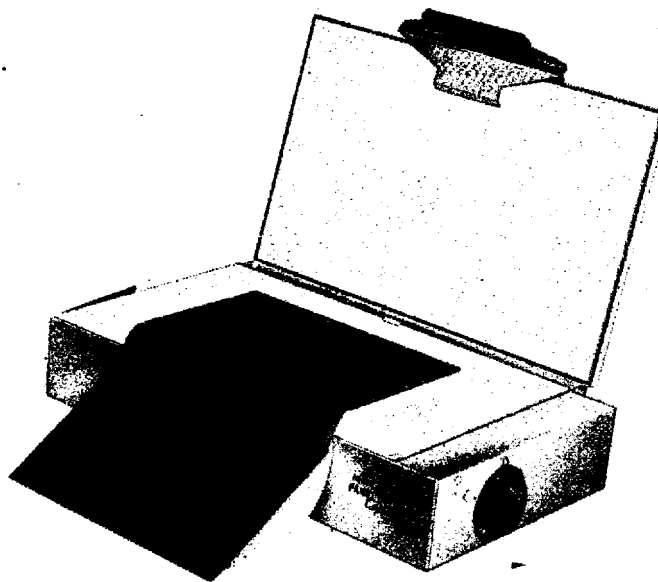
- POST REPORTS - A rather complete file of State Department Post Reports is available. These are not classified.



CLASSIFIED AND UNCLASSIFIED MATERIAL  
FOR DISTRIBUTION --

The LIBRARY receives regularly a number of classified and unclassified publications to be routed to any staff member expressing an interest in receiving them. If you wish to be on the routing list for any of the following, please inform the Librarian:-

- CURRENT INTELLIGENCE DIGEST  
(Daily/Weekly Summary)
- BI-WEEKLY PROPAGANDA GUIDANCE
- WEEKLY INTELLIGENCE DIGEST  
(Pacific Command)
- SINO-SOVIET AFFAIRS
- PRESS COMMENTS (Unclassified)
- TECHNICAL ABSTRACT BULLETIN (Unclassified)  
(Indexes material available from the  
Armed Forces Technical Information Agency)



#### THE BOOK COPIER

It is often desirable to have a copy of an article from a periodical...or perhaps a page from a book...or maybe you need a transparency (same size as copy) for the Vu-Graph "in a hurry".....the LIBRARY is equipped to offer this service. We have the Apeco Book Copier which will give long lasting copies (photo-weight paper) of material that cannot conveniently be reproduced on the Thermofax machine and is, perhaps, too lengthy to be typed.

WHEN ALL ELSE FAILS.....DON'T FORGET.....

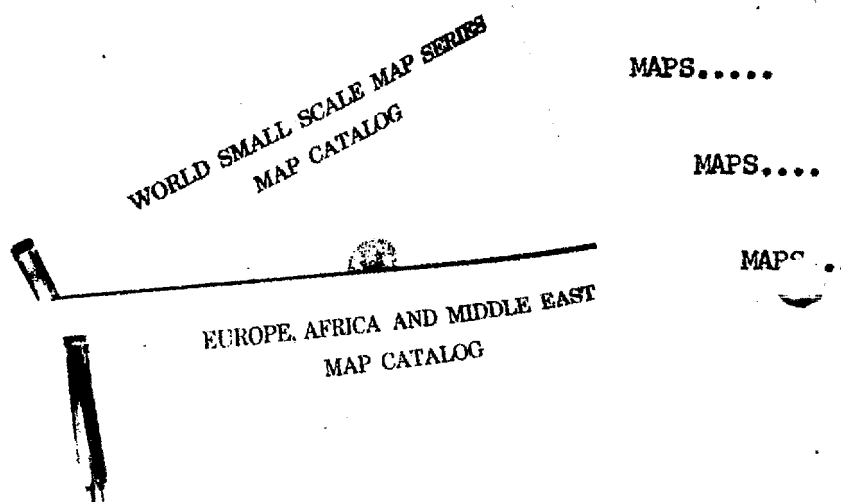
"SOMEONE UP THERE LIKES US...."

.....at least the personnel in Headquarters Training Library are always most cooperative about securing information, books, and periodicals we either do not have or are unable to "track" down. When our resources do not contain the information we seek, the facilities of Training Library are just a telephone call away.

....through the Training Library we also get information and borrow material from the Main Headquarters Library and (to a certain extent) Library of Congress...

SO -

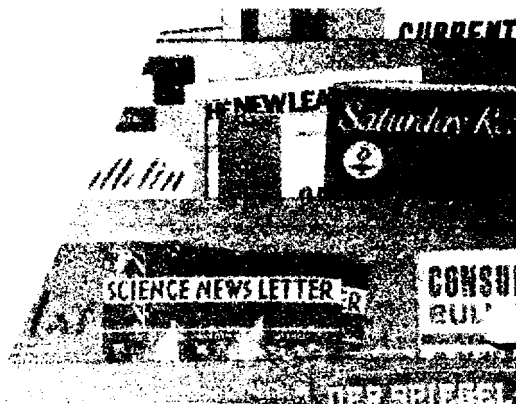
...don't despair -- get all of YOUR information together -- give US a little "lead" time -- and we'll try our best to secure the material you need.



The LIBRARY has on hand a supply of miscellaneous maps, we do not claim this file is either comprehensive or unlimited. If you need maps of a specific area or scale we can secure them for you. Usually this service takes about four days - however, if the Headquarters Map Library does not have the map in their files it is necessary to wait for a special order. The length of time for a special order depends on the type of map ordered and the source.

Headquarters Map Library always gives excellent and speedy service....but "lead" time is always appreciated on any order.

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The LIBRARY magazines are for your information and enjoyment. If you wish to borrow a magazine OTHER THAN A CURRENT COPY (current magazines are not to be removed from the Library), please fill out a charge-out slip. It is our desire to keep a file of magazines for at least a year, therefore, back issues of many of the magazines are not filed in the book stacks -- if you have a specific request please ask the Librarian to secure the magazine for you.

NOTE: We have an excellent file of National Geographic Magazines -- semi-complete from 1935.

BE SURE TO USE

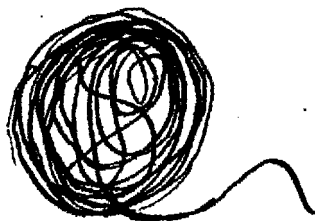
READERS' GUIDE TO PERIODICAL LITERATURE



#### THE LANGUAGE LAB

The room adjoining the Library (#26) is the Language Lab. We have tapes for twenty-eight languages. (Tapes are for use in the Language Lab only.) Tapes for additional languages are available on request. At present we do not have a complete file of texts for each group of tapes, however, if the text you need is missing every effort will be made to secure a copy.

Hours for the Language Lab are the same as LIBRARY hours -- 0800-1630, Monday thru Friday. The key is available at the Guard Gate when the Library is not open.



...STRING TOO SHORT TO USE

or

WHAT SHALL I DO WITH THIS??

There are many leaflets, small charts, articles, catalogs, etc., that come to the desk of the Librarian. It is always a problem deciding what to do with them - these are usually filed by title or, in the case of information about a specific city or country, by area. This file contains such diverse items as "tourist" information on the Kentucky Lake region, "Soviet Tactics in Artillery", and the "Small Bird Doctrine".

Other "odd" - or perhaps unusual - publications kept in the vault are: "The Red Interpreter", Moscow Telephone Directory, Russian Railroad Timetable,.....

SO -

whatever you are looking for -  
don't give up until we check  
THE MISCELLANEOUS FILE.

~~SECRET~~

A PERSONAL NOTE FROM THE LIBRARIAN: -

I sincerely wish to assist you in finding the information you need - it will be my pleasure to bring to your attention articles of special interest, or books I think you might find useful.....BUT...to do this I need your cooperation. If you will tell me the special area or subject that interests you or the particular bit of information you seek, I will keep you informed of articles or publications I find that might be useful.

~~LIBRARIAN.~~

-16-

~~SECRET~~